MINUTES OF THE MEETING OF THE CORPORATION BOARD HELD AT CITY COLLEGE PLYMOUTH, PL1 5QG, ROOM KI205			
DATE:	20 July 2026	**TIME:**	4.30 pm

PRESENT	
Chair:	Richard Stevens
Governors:	Jackie Grubb, Chief Executive/Accounting Officer (Principal) Rebecca Archer Sam Peach Sam Samuel *(online)* Chris Saxby Sam Shattock Chaz Talbot William Watts Liam Ashby Ella Marley *(online)*
Attendees:	Lorraine Hill, Chief Financial Operations Officer Paul Fanshawe, Executive for Business Intelligence, Growth and Skills Pauline Hands, Executive of Strategic Communications and Stakeholders Nadia McCusker, Director of Quality Improvement Sarah Sinclair, Head of Careers *(agenda item 4 only)* Dawn Ash, Head of Finance
Governance Professional:	Laura Sadler, Director of Governance
Apologies:	Justine Hardie Amanda Ratsey

This meeting met its quorum and commenced at 4.30 pm.

ITEM		**ACTION**
1.	**WELCOME AND APOLOGIES**	
1.1	The Chair opened the meeting and welcomed those present. A warm welcome was extended to Sarah Sinclair, Head of Careers. Introductions took place around the room.	
1.2	Apologies were received from Justine Hardie and Amanda Ratsey.	
2.	**DECLARATION OF INTERESTS**	
2.1	New interests were declared by the Corporation Chair, Richard Stevens, who since the previous meeting had become a Patron of the Transport Benevolent Fund, President of the YMCA Plymouth and a Trustee of the South West Opportunities Fund Charity. It was noted that none of the declared interests affected any item on the agenda. **ACTION: DofG** to update the Register of Interests.	**DofG**
2.2	Governors were reminded to complete and return their annual Related Party and Eligibility Declaration forms to the Director of Governance if they had not already done so.	
2.3	No further interests were declared outside of those detailed on the Register of Interests, in respect of any item on the agenda.	

ITEM		ACTION
3.	**CHAIR'S INTRODUCTORY REMARKS AND KEY ITEMS OF BUSINESS FOR THE MEETING**	
3.1	Grateful thanks and appreciation were extended by the Board to Rebecca Archer, who was standing down after five years of dedicated service. Throughout their term of office, Rebecca had demonstrated commitment, professionalism and genuine passion for supporting the College and its community. As a token of the Board's appreciation, a card and bouquet of flowers were presented to Rebecca in recognition of her exceptional service and commitment.	
3.2	The Board also expressed grateful thanks to the Student Governors for their contribution during the year. Certificates of Appreciation were awarded in recognition of their service. Student Governor, Ella Marley who was not present for the presentation, will receive their certificate separately.	
4.	**CAREERS STRATEGY 2026-2029**	
4.1	The Head of Careers presented the proposed renewal of the College Careers Strategy for 2026-2029, following the conclusion of the approved 2023-2026 strategy. The new strategy consolidated existing provision and set out the College's vision, mission, purpose and strategic goals for the next three years, with a focus on ensuring that every student received careers support aligned to their individual needs and the College's strategic priorities.	
4.2	The Board noted the strength and expertise of the Careers Team, the successful retention of the Matrix accreditation and the continued development of a comprehensive information, advice and guidance service supporting applications, course choices and student progression. The strategy recognised the diversity of the College's student population and the importance of engaging parents/carers and wider stakeholders.	
4.3	The Head of Careers outlined the monitoring and quality assurance arrangements underpinning the strategy, including termly monitoring, review against the Gatsby benchmarks, consideration of changes in qualifications and the education landscape, Ofsted requirements, Matrix assessment, internal quality assurance and contribution to the College's self-assessment processes. The student journey had also been updated to identify careers touchpoints from initial enquiry through to completion, the student programme had been refreshed and careers provision embedded within curriculum planning.	
4.4	The Head of Careers reported that, although the Gatsby benchmarks themselves remained unchanged, the criteria for demonstrating achievement had become significantly more demanding. The College was making strong progress and was close to being among the leading providers in the South West in terms of benchmark achievement.	
4.5	Governors welcomed the Careers Strategy and asked whether the Careers Team had sufficient resources to deliver the breadth of provision planned. The Head of Careers advised that the team comprised eight staff, including three Careers Advisors and three Information Advisors, with an open-door policy Careers Point. Advisors had been allocated across student groups and progression pathways to ensure appropriate specialist knowledge, including support for entry-level and Level 2 students, students with EHCPs, Higher Education, adults and apprentices. The Head of Careers noted that the College was in a strong position compared with other FE providers and emphasised the significant benefit of the current provision to students.	

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4.6	Governors also asked whether the strategy could include more specific KPIs and targets to strengthen monitoring. The Head of Careers explained that performance measures were already monitored through the College's self-assessment reporting and termly KPI processes, which were subject to quality assurance. It was felt some detailed College performance information was considered more appropriate for internal monitoring, which explained why KPIs had not been included in the publicly accessible strategy document.	
4.7	Governors asked how progress against the strategy's strategic goals would be measured and when the College was likely to demonstrate achievement. The Head of Careers explained that the revised Gatsby Benchmark criteria provided a clear basis for demonstrating progress from the current position, supported by the new Internal Leadership Review criteria and evidence of progress over time. The Head of Careers also highlighted the strong support received from the Executive Leadership Team, Drivers for Change and Governors, with no significant barriers to accessing the support required.	
4.8	Governors also asked whether the Strategy covered ATL learners. It was clarified that ATL would have its own strategies and policies for learners directly within its provision, while the College's Careers Team supported all College students aged 16-18 and adults, including a significant proportion of ATL learners who were subcontracted through the College.	
4.9	Governors sought clarification on the current ownership and status of Caerus, noting its references within the strategy. It was confirmed that Caerus remained an active and evolving initiative, with the trademark retained and further developments underway, including a new live app and enhanced digital provision. The initiative continued to be used to support students and was being developed further in response to stakeholder and sector needs.	
4.10	There being no further questions, approval of the Careers Strategy and Provider Access Statement was proposed by Chris Saxby and seconded by Sam Peach.	
4.11	**The Careers Strategy 2026-2029 and Provider Access Statement were approved by the Board.**	
4.12	The Head of Careers left the meeting at 4.59 pm.	
5.	**MINUTES OF THE PREVIOUS MEETING**	
5.1	The minutes of the previous meeting held on 18 May 2026, including the confidential part 2 minutes, as circulated, were **agreed**.	
5.2	There were no matters arising.	
5.	**CONSENT AGENDA**	
5.1	No items were presented for approval on the Consent Agenda. Governors were reminded to complete and return all annual housekeeping documents to the Director of Governance. **ACTION: DofG** to circulate the annual safeguarding declaration form.	**DofG**
5.2	The Board **noted** the Written Resolutions relating to the approval of the Strategic Intent 2026-2029 and appointment of a Senior Post Holder (by eligible external governors) reported in the Governance Report for July 2026.	
7.	**PRINCIPAL'S PRESENTATION**	
7.1	The Principal thanked all governors for their support throughout the past academic year, with particular appreciation expressed for link governor	

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	visits, the recent RAID (Reflect and Improvement) Day and governors' contributions to and support for the Careers Strategy.	
7.2	The Principal reported that the Heads of Terms for the Civic Centre had now been signed following discussions with the local authority. Particular thanks were expressed to the Executive of Business Intelligence, Growth and Skills and the Chief Financial Operations Officer for their significant support.	
7.3	The Principal reflected on completing their 39th academic year in education, noting that, despite the significant challenges and demands of the year, staff remained exceptionally positive and committed. Highlights included the successful completion of a major audit, the College's contribution as part of Team Plymouth and the ongoing focus on continuous improvement. Students were praised for their excellent engagement and behaviour, supported by the resources in place for all their needs.	
7.4	The significant growth of the College in recent years was acknowledged and recognition was given to the strength and resilience of the Executive Leadership Team, particularly given the challenges faced. It was noted four new key members of staff would be starting in September 2026, including three senior-level posts and one middle management position.	
7.5	The Director of Quality and Improvement reported significant progress in teaching and learning. Deep dives had now been completed across all areas, providing a clear benchmark of the College's current position. Teaching and learning walkthroughs had also been undertaken over a seven-and-a-half-week period, measured against the College's Pedagogy Wheel, with the findings indicating improvement in teaching and learning. The ambition to provide an exciting and consistently high-quality learning experience for every student was emphasised. External expertise had been brought in to support the development of teaching practice, with positive feedback from staff indicating that the sessions had influenced and improved their approaches to teaching. Examples of impact were already evident, including improved student outcomes and innovative approaches such as the use of a range of simple resources in lessons.	
7.6	The Director of Quality also reported positive feedback from college visits and confirmed that the majority of Programme Managers had completed development sessions, with the final sessions focusing on the delivery of the DTEC.	
7.7	Questions arising from the Principal's report included:	
7.7.1	**Attendance and Retention:** Governors questioned the continued year-on-year decline in attendance and whether an improvement was anticipated next year. The Principal explained that attendance was declining nationally and Governors were assured that the College was taking a range of measures to improve attendance, which included contacting parents by text and phone, providing breakfast and using motivational strategies.	
7.7.2	Governors also noted positive retention figures. Although the overall attendance was lower, the students who remained were engaging well and making progress. It was highlighted that a number of English and Maths sessions had increased nationally this year and the College's positive retention figures indicated that students were continuing to engage with these sessions, despite the increasing challenge of maintaining attendance.	

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7.7.3	**CCA Movement and Funding Risks:** Governors asked whether the move to the CCA presented any potential risks. The Principal advised that funding received was equivalent to last year, with no restrictions placed on how it could be used. Market stability was also being monitored, drawing on lessons from Cornwall's devolution of adult skills. The successful delivery of the previous year's programme had resulted in additional funding from Cornwall.	
7.7.4	**Vocational Levels (V Levels) and Skills Leadership:** Governors asked whether the College intended to use its position as a skills leader in the city and wider area to prepare students and stakeholders for the introduction of V Levels in the next academic year. It was noted that many people may be unfamiliar with the new qualification, creating an opportunity for the College to provide leadership and raise awareness. Governors were assured that work was underway to develop clear and robust messaging, although government information was currently limited. Further information had been requested to support communications and promotion, with plans to work collaboratively across the city. Governors also queried the potential future links between V Levels and apprenticeships, with confirmation that this was being considered as part of the wider work underway.	
7.8	There were no further questions arising from the report and Governors thanked the Principal for their detailed report.	
8.	**FINANCE**	
8.1	**ia) CCP Group Performance Report**	
8.1.1	The Group Performance Report for the ten months ending 31 May 2026, as circulated, was taken as read.	
8.2	**Ib) Group Performance Report – May 2026**	
8.2.1	An update was provided to Governors by the Chief Financial Operations Officer, noting that the overall financial position was forecast to remain strong and broadly in line with expectations.	
8.2.2	Key movements related to increased 16-19 funding, higher employment costs following the College's commitment to becoming a FLW employer, where a previously anticipated 3% increase rose to 7%, resulting in additional costs, which had been forecast but not been included in the budget and additional expenditure associated with increased student volumes and examination activity. The cash position was expected to be in line with budget and the financial health score was expected to remain a strong 'Good'. There were no questions or concerns arising from the report.	
8.3	**ii) Budget 2026/2027 and Financial Forecast 2027/2028**	
8.3.1	The report provided a high-level overview of the proposed 2026/2027 budget, with the Group forecast to operate at a small deficit. The College and ATL each forecast a surplus, with the Group position reflecting the consolidation of these surpluses	
8.3.2	The financial forecast for 2027/2028 returned a strong financial health score.	
8.3.3	Approval of the Budget for 2026/2027 and Financial Forecast for 2027/2028 was proposed by Chris Saxby, seconded by Sam Peach and unanimously approved.	
8.3.4	**The Budget 2026/2027 and Financial Forecast 2027/2028 were approved by the Board.**	

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8.4	**iii) Budget Detail Report** This item was discussed in confidence and is recorded in part 2 of these minutes.	
8.4.13	6.00 pm Ella Marley left the meeting.	
8.5	**iv) Capital Programme 2026/2027**	
8.5.1	The capital budget assumptions for 2026/2027 were reviewed alongside the updated Financial Regulations and Authorisation and Limits Matrix. The capital programme included planned investment in classroom space, fire safety infrastructure, construction fencing and heating improvements. IT capital expenditure also included hardware upgrades, additional Chromebooks and devices and infrastructure requirements.	
8.5.2	Approval of the Capital Programme 2026/2027 was proposed by Chris Saxby, seconded by Sam Peach and unanimously approved.	
8.5.3	**The Capital Programme 2026/2027 was approved by the Board.**	
8.6	**v) Financial Regulations**	
8.6.1	The updated Financial Regulations, as circulated were taken as read.	
8.7	**vi) Authorisation and Limits Matrix**	
8.7.1	The Authorisation and Limits Matrix, as circulated, was taken as read. A query was raised regarding the figures; it was confirmed the figures reflected the statutory thresholds set out in the public procurement values.	
8.7.2	Approval of the Financial Regulations and Authorisation and Limits Matrix was proposed by Rebecca Archer, seconded by Chris Saxby and unanimously approved.	
8.7.3	**The Financial Regulations and Authorisation and Limits Matrix were approved by the Board.**	
8.7.4	6.25 pm Sam Shattock left the meeting. The meeting remained quorate.	
9.	**RISK MANAGEMENT**	
9.1	**i) Report from the Audit Committee held 22 June 2026**	
9.1.1	The Audit Committee Chair provided a verbal update from the recent Audit Committee meeting held on 22 June 2026. The Committee had received a presentation from the Executive of Business Intelligence, Growth and Skills on DTEC, which provided good assurance. The Committee also received the external audit plan, an update on risk management, the Internal Auditor's report and assurance from the three internal audit reports presented.	
9.1.2	In light of the new Strategic Intent, the Committee agreed that the Risk Appetite Statement and threshold matrix should be revised and brought to the November Audit Committee meeting for consideration and subsequent recommendation to the December Board for approval.	
9.1.3	The Committee also considered the Internal Auditor contract with Bishop Fleming and recommended that the Corporation ratify a one-year extension, which would enable future internal and external auditor arrangements to be procured separately.	
9.1.4	Ratification of the recommendation to extend the existing Internal Auditor contract with Bishop Fleming, was proposed by Sam Peach, seconded by Rebecca Archer and unanimously approved.	

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9.1.5	**The Board ratified the recommendation made by the Audit Committee to extend the Internal Auditor contract for a further one-year period.**	
9.1.6	The Committee received the routine report from the Data Protection Officer (DPO), with no matters arising. The Committee had noted the investment in cyber security within the budget. There were no matters requiring escalation to the Board.	
9.2	**ii) Strategic Risk Register Update Report – June 2026**	
9.2.1	The Strategic Risk Register Update Report, as circulated, was taken as read. The Board noted the main risk changes within the report since the last meeting.	
9.3	**iii) Strategic Action Risk Register – June 2026**	
9.3.1	The Strategic Action Risk Register, as circulated, was considered alongside the Strategic Risk Register Update Report. It was noted this would also need to be re-mapped against the new Strategic Intent.	
9.3.2	There were no questions arising from the reports.	
10.	**PEOPLE MANAGEMENT UPDATE**	
	This item was discussed in confidence and is recorded in the confidential Part 2 of these minutes.	
11.	**SECTOR INFORMATION/ANNOUNCEMENTS**	
11.1	Not used.	
12.	**ANY OTHER BUSINESS**	
12.1	**AoC Governance Summit 2026**	
12.1.1	Feedback was provided by Liam Ashby, Student Governor, following their attendance at the two-day AoC Governance Summit in June 2026. A key theme was Board participation and dynamics, including the balance of contributions between Governors and the Executive Leadership Team (ELT) and the importance of ensuring all members had the opportunity to contribute to discussions.	
12.1.2	The Board reflected positively on its current effectiveness and acknowledged the value of encouraging wider participation and inviting more members into conversations.	
12.1.3	The Board discussed participation and engagement, recognising that as a mature Board, members had developed an understanding of each other and established ways of working. The Board considered how participation could be further encouraged to ensure that all members felt able to contribute.	
12.1.4	A newer Staff Governor reflected that it could be challenging to contribute initially, given the breadth of information and the range of expertise across the Board. The importance of allowing time for new Governors to develop their knowledge and understanding was acknowledged. Governors were encouraged to read papers in advance of meetings, raise questions with the Chair or Director of Governance and seek clarification where required.	
12.1.5	The Board noted the importance of actively checking that silence was not interpreted as agreement or understanding and of creating an environment where Governors felt comfortable asking questions and contributing. The particular challenges faced by Staff Governors in balancing their staff role with their governance responsibilities were also acknowledged, with the Board reaffirming the importance of maintaining strong and transparent governance.	

ITEM		ACTION
12.2	**Thank you**	
12.2.1	Rebecca Archer reflected positively on her time on the Board, noting that she had greatly valued the opportunity to help bridge the gap between her nursing homes and the College. Grateful thanks were extended to the Board.	
13.	**DATE OF NEXT MEETING**	
13.1	Monday 12 October 2026, 4.30 pm	
13.2	There being no further business, the meeting ended at 7 pm	

EEDI Impact Statement

City College Plymouth is committed to encouraging equality, diversity and inclusion and eliminating unlawful discrimination. Consideration has been given to equality, diversity and inclusion in all agenda items, associated documents and minutes to ensure transparent and inclusive decision-making.